

Case File
Comptroller

MEMORANDUM FOR: Mr. E. R. Saunders, Comptroller

SUBJECT: Disposition of Confidential Funds Records

REFERENCE: Memorandum of 13 Nov 1961 Comptroller to DCI;
"Retention and Disposition Program for
Confidential Funds Financial Documents."

1. Attached is referenced memo which I'm returning for your reconsideration. It is important that disposition standards be developed for confidential funds records, but I agree with the Chief, Audit Staff that most of the proposed retention periods should be reduced.

2. Specifically, I feel that retention periods for the following items should be reviewed:

Item 2.

The Office of the DD/S retains the official record copies of all Agency regulations. Internal issuances, as well as copies of Agency regulations should be destroyed when superseded.

Item 7.

The official files documenting project authorizations are retained by the Secretary, FRC in DDP/FG. This should permit disposal of your copies upon termination of the project.

Item 8.

These records could be destroyed upon termination of the contract. Office of Personnel retains official records of contract employees. The records retained in items 5 and 6 should be adequate for documenting financial transactions with these employees.

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CONFIDENTIAL

Item 9.

The office of record for pseudonyms is BDP/RID.
Why should these acknowledgements be retained 56 years?

Item 10-20

Eight to 12 year retention periods for this category of records has been established by GAO. I would like to see the same standards applied here. At the present time there are over 3000 cubic feet of item 12 in the records center dating from 1947. The Army destroys similar records after 8 years.

3. It seems to me that your proposed retention periods can be substantially reduced. It is my desire that they be reviewed for this purpose and incorporated in your present records control schedule for my approval.

L. K. WHITE
Deputy Director
(Support)

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RAO/DDS/ [redacted] fms (23 Jan '62)
[redacted] 1/23/62

RAO *Case File: Comptroller*

TRANSMITTAL SLIP		DATE 23 Feb 1962
TO: <input type="text"/>		
ROOM NO.	<input type="text"/>	
22 32	Headquarters	
REMARKS: <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p>I have reviewed your proposed memo to the Acting Comptroller and it looks OK to me as a general statement.</p> <p><i>Comptroller Receipt</i> <i>B-475099</i></p>		
FROM: <input type="text"/> Rec Admin Off.		
ROOM NO. 604	BUILDING 1016 16th St.	EXTENSION <input type="text"/>

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8 WHICH MAY BE USED.

☆ GPO : 1957 - O - 439445